

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

Civilian Job Opportunity

State Hazard Mitigation Program Manager **(Emergency Management Program Specialist 3, 397C)**

OPENS: December 8, 2006
CLOSES: December 18, 2006
SALARY: Range 58, \$3908 - \$5003 per month, depending on qualifications
Recruitment # DR-06-050-OC – Internal Recruitment

DIVISION MISSION

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State.

WHO MAY APPLY

This position is open to all current state employees of the Washington Military Department.

POSITION OBJECTIVE / KEY RESPONSIBILITIES

Under the supervision of the Mitigation and Recovery Section Manager, this position has delegated responsibility to manage, refine, and implement the State Hazard Mitigation Programs (SHMP) to enhance and integrate the strategic emphasis on hazard mitigation at the state and local jurisdiction levels, as well as other public and private agencies. Duties and responsibilities include, but are not limited to the following:

- Provides leadership and program management of the core components of the SHMP, which include the Flood Mitigation Assistance Program, the Pre-Disaster Mitigation Program, and the Hazard Mitigation Grant Program. Serves as lead for one permanent staff and up to three project staff members.
- Guides the development of hazard mitigation plans and prioritizes mitigation projects for state and local agencies.
- Serves as program lead for mitigation grant construction and planning activities.
- Develops, reviews, monitors and evaluates grant applications and contracts.
- Contributes to the development of Division policy recommendations for EMD Director's approval and implements policy decisions.
- Monitors revenues and expenditures of state and federal funds appropriated for SHMP programs and assigned projects.
- Supports the development of budget proposals and requests, allotment of appropriated funds, and budget monitoring against approved allotments.
- Responsible for the administrative closeout activities to ensure all deliverables have been completed and all payments and reimbursements have been completed.

REQUIRED QUALIFICATIONS

Experience / Education:

Two years of experience as an Emergency Management Program Specialist 2 or a Bachelor's degree and four years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning and at least one year of lead or supervisory experience.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRABLE QUALIFICATIONS

Education:

Masters Degree in Public Administration, Public Policy, Community Planning or similar fields.

Skills and Abilities / Competencies to:

- Guide, coach, train and assign work to one or more teammates while performing similar work.
- Coordinate, monitor and evaluate a project or program having a specific goal to be achieved within a specific time frame.
- Analyze and explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems and communicate decisions or actions.
- Coordinate with others inside or outside the organization to share information, make decisions, and/or implement solutions to problems or complaints.
- Track/monitor contracts to ensure terms and deadlines are met, review contract proposals for compliance with policies, and/or modify contracts in accordance with guidelines.
- Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets.
- Use word processing software, such as Microsoft Word, to create, format, edit, preview, print, and save documents.
- Work in a stressful, high intensity work environment during times of local, state or national emergencies.

CONDITIONS OF EMPLOYMENT

- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Upon activation of the State Emergency Operations Center or joint field office, the incumbent may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often require work for extended periods of time in a fast paced/stressful environment.
- Willingness to work in or around Military facilities and programs.
- Must be willing and able work at geographically separate locations throughout the state -- which includes occasional overnight stays -- to conduct on-site inspections of project sites, including field work on irregular terrain and adverse weather conditions, and to travel to applicant offices for planning and monitoring visits during all phases of projects.

APPLICATION PROCESS

Individuals interested in applying for this position should submit a current [Washington State Application](#) the following to applicant6@mil.wa.gov.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.